



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
FINANCIAL MANAGEMENT AND COMPTROLLER  
109 ARMY PENTAGON  
WASHINGTON DC 20310-0109**

August 18, 2003

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Security Awareness Training for the Defense Civilian Pay System (DCPS)**

The attached memorandum from the Defense Finance and Accounting Service (DFAS) provides new security guidance for personnel accessing the Defense Civilian Pay System (DCPS). All DCPS users will be required to complete the Security Awareness computer-based training (CBT) module located on the DCPS web page. This is a one-time requirement for ALL users - present and future.

Request your office disseminate the enclosed memorandum to your subordinate resource managers, DCPS customer service representatives (CSRs), timekeepers and tenant activities located on the installation for action. Additionally, please share with your human resource and/or labor management offices in case any local bargaining obligations are required.

If you have further questions on this memorandum, please contact Mr. Juan De Jesus, at DSN 791-4442 or commercial (407) 646-4442, email: [juan.dejesus@hqda.army.mil](mailto:juan.dejesus@hqda.army.mil). If your personnel have issues relating to downloading the CBT module, please have them contact the DFAS customer service office at commercial (850) 453-4141, ext. 310 or DSN 922-2990, ext. 310 for assistance.

William M. Landrum III  
Colonel, Finance Corps  
Acting Deputy Assistant Secretary of  
the Army (Financial Operations)

Attachment

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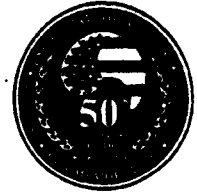
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**DEFENSE FINANCE AND ACCOUNTING SERVICE  
ARLINGTON**

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ARLINGTON VA 22240-5291



DFAS-DFC

JUN 23 2003

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Security Awareness Training

The Computer Security Act of 1987 (Pub. L. 100-235) requires Federal agencies to provide for the mandatory periodic training in computer security awareness and accepted computer security practice of all employees who are involved with the management, use, or operation of a Federal computer system within or under the supervision of the Federal agency. The Office of Management and Budget (OMB) Circular A-130, Appendix III, enforces such mandatory training by requiring its completion prior to granting access to the system.

In order to comply with the Act and the OMB Circular, DFAS developed security awareness computer-based training (CBT) for the Defense Civilian Pay System (DCPS) - see <https://dfas4dod.dfas.mil/systems/dcps/consolid/cbt/cbttoc.htm>. To date, over 1,000 DCPS users have completed this course and obtained certificates.

We request your support for this mandatory training for all DCPS users. Our goal is to require all new users to complete the Security Awareness CBT before a user account is issued beginning November 1, 2003. In addition, all existing users of the system will be required to complete this course by December 31, 2003. It is expected that you will satisfy any bargaining obligations related to this mandatory training.

Any questions concerning this memorandum may be directed to Mr. Paul Axe at (703) 607-5023.

Jerry S. Hinton  
Director for Finance

cc: DFAS-HF/AR (Darryl Roberts)  
Director, Military and Civilian  
Pay Services  
Director, Civilian Pay Systems  
National Security Agency (Laneita Kisamore)

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